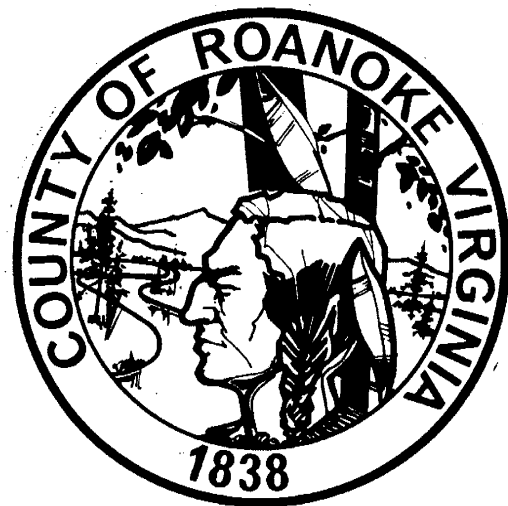


# *Appendices*



AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA, HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER, ON TUESDAY, JUNE 8, 2004

**ORDINANCE 060804-6 APPROPRIATING FUNDS FOR THE 2004-05 FISCAL YEAR BUDGET FOR ROANOKE COUNTY, VIRGINIA**

WHEREAS, upon notice duly published in the newspaper, a public hearing was held on April 27, 2004 concerning the adoption of the annual budget for Roanoke County for fiscal year 2004-05; and

WHEREAS, the Board of Supervisors of Roanoke County, Virginia, approved said budget on June 8, 2004, pursuant to the provisions of Section 13.02 of the Roanoke County Charter and Chapter 25 of Title 15.2 of the 1950 Code of Virginia, as amended; and

WHEREAS, the first reading of this appropriation ordinance was held on May 25, 2004, and the second reading of this ordinance was held on June 8, 2004, pursuant to the provisions of Section 18.04 of the Roanoke County Charter.

BE IT ORDAINED by the Board of Supervisors of Roanoke County, Virginia, as follows:

1. That the following appropriations are hereby made from the respective funds for the period beginning July 1, 2004, and ending June 30, 2005, for the functions and purposes indicated:

County of Roanoke  
Adopted FY 2004-2005 Budget  
June 8, 2004

Revenues:

General Fund:

General Government	\$ 136,228,566
Comprehensive Services	5,037,171
E-911 Maintenance	970,000
Law Library	41,735
VJCCCA/Life Skills	271,669
SB & T Building	404,273
Recreation Fee Class	981,694
Internal Services	2,974,293
County Garage	<u>346,392</u>

Total General Fund	<u>\$ 147,255,793</u>
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Debt Service Fund - County	\$ 3,035,130
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Capital Projects Fund	\$ 3,584,345
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Internal Service Fund - Risk Management	\$ 957,700
Water Fund	\$ 0
Beginning Balance	<u>0</u>
	<u>0</u>
Sewer Fund	\$ 0
Beginning Balance	<u>0</u>
	<u>0</u>
School Funds:	
Operating	\$ 112,448,453
Cafeteria	3,959,000
Capital	1,142,335
Debt	10,362,924
Regional Alternative School	396,382
Grant	4,588,058
Textbook	<u>928,016</u>
Total School Fund	<u>\$ 133,825,168</u>
Total All Funds	<u><u>\$ 288,658,136</u></u>
Expenditures:	
General Government:	
General Administration	
Board of Supervisors	\$ 347,485
County Administrator	237,425
Community Relations	206,787
Asst. Co. Administrators	313,073
Human Resources	552,399
County Attorney	453,433
Economic Development	<u>602,226</u>
Total General Administration	<u>\$ 2,712,828</u>
Constitutional Officers	
Treasurer	\$ 720,643
Commonwealth Attorney	650,406
Commissioner of the Revenue	687,383
Clerk of the Circuit Court	873,333

Sheriff's Office	1,418,184
Care & Confinement of Prisoners	<u>4,586,578</u>
Total Constitutional Officers	<u>\$ 8,936,527</u>
Judicial Administration	
Circuit Court	\$ 197,068
General District Court	40,878
Magistrate	1,655
J & DR Court	13,429
Court Service Unit	<u>857,405</u>
Total Judicial Administration	<u>\$ 1,110,435</u>
Management Services	
Real Estate Assessments	\$ 901,398
Finance	1,136,998
Public Transportation	273,000
Management and Budget	223,138
Procurement Services	<u>316,907</u>
Total Management Services	<u>\$ 2,851,441</u>
Public Safety	
Police	\$ 8,549,696
Fire and Rescue	<u>8,723,425</u>
Total Public Safety	<u>\$ 17,273,121</u>
Community Services	
General Services	\$ 289,305
Solid Waste	4,590,879
Community Development	4,051,608
Building Maintenance	<u>1,620,726</u>
Total Community Services	<u>\$ 10,552,518</u>
Human Services	
Grounds Maintenance	\$ 1,826,281
Parks and Recreation	2,497,333
Public Health	459,403
Social Services	6,213,719

Contributions-Human Service, Cultural, Tourism	430,703
Library	2,220,204
VPI Extension	94,129
Elections	<u>272,397</u>
Total Human Services	<u>\$ 14,014,169</u>
Non-Departmental	
Employee Benefits	\$ 2,256,237
Miscellaneous	890,000
Internal Service Charges	<u>2,694,267</u>
Total Non-Departmental	<u>\$ 5,840,504</u>
Transfers to Other Funds	
Transfer to Debt - General & Schools	\$ 10,589,136
Transfer to Capital	3,584,345
Transfer to Schools	55,071,225
Transfer to Schools - Non Recurring	0
Transfer to Schools - Dental Insurance	347,299
Transfer to Internal Services	957,700
Transfer to Comprehensive Services	2,153,000
Transfer to County Garage	<u>134,318</u>
Total Transfers to Other Funds	<u>\$ 72,837,023</u>
Unappropriated Balance	
Board Contingency	<u>100,000</u>
Total General Government	<u>\$ 136,228,566</u>
Comprehensive Services	\$ 5,037,171
E-911 Maintenance	\$ 970,000
Law Library	\$ 41,735
VJCCCA/Life Skills	\$ 271,669
SB & T Building	\$ 404,273

Recreation Fee Class	\$ 981,694
Internal Services	
Management Information Systems	\$ 2,494,259
Communications	480,034
County Garage	<u>\$ 346,392</u>
Total Internal Services	<u>\$ 3,320,685</u>
Total General Fund	<u>\$ 147,255,793</u>
Debt Service Fund - County	\$ 3,035,130
Capital Projects Fund	\$ 3,584,345
Internal Services Fund - Risk Management	\$ 957,700
Water Fund	\$ 0
Unappropriated Balance	<u>0</u>
	<u>0</u>
Sewer Fund	\$ 0
Unappropriated Balance	<u>0</u>
	<u>0</u>
School Funds:	
Operating	\$ 112,448,453
Cafeteria	3,959,000
Capital	1,142,335
Debt	10,362,924
Regional Alternative School	396,382
Grant	4,588,058
Text Book	<u>928,016</u>
Total School Funds	<u>\$ 133,825,168</u>
Total All Funds	<u><u>\$ 288,658,136</u></u>

2. That the County Administrator may authorize or delegate the authorization of the transfer of any unencumbered balance or portion thereof from one department to another within a fund.

3. That all funded outstanding encumbrances, both operating and capital, at June 30, 2004, are re-appropriated to the 2004-05 fiscal year to the same department and account for which they are encumbered in the previous year.

4. That appropriations designated for capital projects will not lapse at the end of the fiscal year but shall remain appropriated until the completion of the project or until the Board of Supervisors, by appropriate action, changes or eliminates the appropriation. Upon completion of a capital project, staff is authorized to close out the project and transfer to the funding source any remaining balances. This section applies to appropriations for Capital Projects at June 30, 2004, and appropriations in the 2004-05 budget.

5. That all school fund appropriations remaining at the end of the 2003-04 fiscal year not lapse but shall be appropriated to the School Capital Improvements Fund in fiscal year 2004-05.

6. That all General Fund appropriations remaining unexpended at the end of the 2003-04 fiscal year not lapse but shall be re-appropriated as follows:

- a) 40% of these unexpended appropriations shall be transferred to the un-appropriated Capital Fund Balance;
- b) 60% of these unexpended appropriations shall be re-appropriated to the same department for expenditure in fiscal year 2004-05 as provided by Resolution 042396-5.

7. That Two Million Dollars from the Unappropriated Fund Balance is hereby appropriated to a Reserve for Contingency for unanticipated or emergency expenditures that may arise during the 2004-05 fiscal year; and money allocated to the Unappropriated Fund Balance must be appropriated by the Board of Supervisors before such money may be expended.

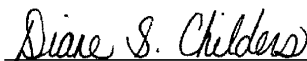
8. This ordinance shall take effect July 1, 2004.

On motion of Supervisor McNamara to adopt the ordinance, and carried by the following recorded vote:

AYES: Supervisors McNamara, Church, Wray, Altizer, Flora

NAYS: None

A COPY TESTE:



Diane S. Childers

Clerk to the Board of Supervisors

cc: File

W. Brent Robertson, Director, Budget

Rebecca Owens, Director, Finance

Diane D. Hyatt, Chief Financial Officer

Paul M. Mahoney, County Attorney

Joseph Sgroi, Director, Human Resources

John M. Chambliss, Jr., Assistant Administrator

Dan O'Donnell, Assistant Administrator

## County of Roanoke Contributions to Local Service Agencies

Agency Name	FY 2003 Budget	FY 2004 Budget	FY 2005 Request	FY 2005 Proposed
<b><u>Health and Human Service Agencies:</u></b>				
Adult Care Center of the Roanoke Valley	\$ 10,000	\$ 10,000	\$ 12,000	\$ 10,000
American Red Cross	-	-	4,000	1,333
Bethany Hall	500	500	12,240	667
Big Brothers and Big Sisters of Roanoke Valley	3,000	3,000	7,500	3,000
Blue Ridge Independent Living Center	-	-	10,000	-
Blue Ridge Legal Services, Inc.	-	-	3,732	-
Bradley Free Clinic	5,000	5,000	6,500	5,000
Brain Injury Services of SWVA	-	-	19,000	1,000
Child Health Investment Partnership (CHIP)	16,660	16,660	23,360	17,500
Children's Advocacy Center of the Roanoke Valley, Inc	3,500	3,500	5,050	3,500
Conflict Resolution Center, Inc.	-	-	5,000	500
Council of Community Svcs-Info and Referral Center	3,000	3,000	3,150	3,000
Council of Community Svcs-Roanoke Regional Housing Network	-	-	2,000	-
Court Appointed Special Advocate (CASA)	2,000	2,000	10,000	2,000
Family Service of the Roanoke Valley	4,000	4,000	5,000	4,200
Good Samaritan Hospice, Inc.	1,000	1,000	5,000	1,000
Goodwill Industries of the Valleys	5,000	4,000	5,000	3,667
Habitat for Humanity	-	-	10,000	2,000
Literacy Volunteers of America-Roanoke Valley	1,000	1,000	1,000	1,000
LOA Area Agency on Aging	13,750	13,750	27,015	13,833
Mental Health Association	700	700	1,200	700
National Conference for Community and Justice	650	650	1,500	600
National Multiple Sclerosis Society	-	-	3,000	500
Presbyterian Community Center	-	-	3,000	-
Roanoke Area Ministries	1,000	1,000	3,000	1,000
Roanoke Valley Interfaith Hospitality Network	-	-	8,333	-
Roanoke Valley Speech & Hearing Center	1,000	1,000	1,000	1,000
Saint Francis of Assisi Service Dog Foundation	-	1,000	10,000	1,383
Salem/Roanoke County Community Food Pantry - Operating	3,000	4,500	10,000	4,667
Salem/Roanoke County Community Food Pantry - Capital	-	-	10,000	-
Salvation Army	2,000	2,000	3,000	2,167
Southwestern Virginia Second Harvest Food Bank	3,000	4,000	5,000	4,000
TRUST	4,750	4,750	7,500	4,833
YWCA of the Roanoke Valley	-	-	8,000	1,000
<b>Total Health and Human Service Agencies</b>	<b>84,510</b>	<b>87,010</b>	<b>251,080</b>	<b>95,050</b>
<b><u>Social Service Agencies:</u></b>				
Blue Ridge Behavioral Health Care	117,755	117,755	127,398	118,585
TAP	30,000	30,000	31,500	30,000
TAP-Transitional Living Center	20,000	20,000	21,000	20,000
<b>Total Social Service Agencies</b>	<b>167,755</b>	<b>167,755</b>	<b>179,898</b>	<b>168,585</b>
<b><u>Cultural Agencies:</u></b>				
Art Museum of Western Virginia	-	-	2,500	667
Arts Council of the Blue Ridge	2,000	2,000	3,000	2,000



## County of Roanoke Contributions to Local Service Agencies

Agency Name	FY 2003 Budget	FY 2004 Budget	FY 2005 Request	FY 2005 Proposed
Center in the Square Operating	\$ 35,000	\$ 35,000	\$ 45,000	\$ 37,000
Downtown Music Lab	-	-	5,000	667
Friends of the Lake (SML Water Quality)	-	-	15,000	-
Harrison Museum of African American Culture	2,000	2,000	2,500	2,083
History Museum & Historical Society of Western Va.	7,500	7,500	10,000	7,500
History Museum & Historical Society - O. Winston Link Museum	-	-	5,000	1,000
Jefferson Center Foundation	-	-	45,000	667
Julian Stanley Wise Museum	20,000	15,000	35,000	12,833
Mill Mountain Theatre	5,000	5,000	8,500	5,000
Mill Mountain Zoo	5,000	5,000	8,000	5,667
New Century Venture Center	-	-	10,000	500
Opera Roanoke	-	-	2,500	333
Roanoke Higher Education Center	-	10,000	20,000	10,667
Roanoke Symphony	6,000	6,000	7,000	6,000
Roanoke Valley Greenways Commission	10,800	10,800	17,400	17,400
Roanoke Valley Sister Cities	3,000	3,000	3,000	2,833
Salem-Roanoke Baseball Hall of Fame	3,000	2,500	contribution	2,000
Science Museum of Western Virginia	15,000	15,000	25,000	16,000
VA Western Community College - Scholarship	7,010	7,010	10,080	7,010
Vinton Dogwood Festival	1,000	1,000	1,000	1,000
Virginia Museum of Transportation	5,000	5,000	10,000	5,333
Western Virginia Land Trust	-	-	10,000	1,333
Western Virginia Land Trust / Read Mtn Alliance	-	-	1,000	-
Williamson Road Area Business Association	-	1,000	10,000	1,000
Young Audiences of Virginia, Inc.	-	-	10,440	667
<b>Total Cultural Agencies</b>	<b>127,310</b>	<b>132,810</b>	<b>321,920</b>	<b>147,160</b>
<b><u>Regional Dues and Per Capita Agencies:</u></b>				
Blue Ridge Soil and Water Conservation District	1,250	1,250	3,000	1,167
Roanoke Regional Chamber of Commerce	2,500	-	10,000	3,333
Salem/Roanoke County Chamber of Commerce	6,000	5,000	6,000	5,000
Vinton Chamber of Commerce	500	1,000	1,000	1,000
<b>Total Regional Dues and Per Capita Agencies</b>	<b>10,250</b>	<b>7,250</b>	<b>20,000</b>	<b>10,500</b>
<b><u>Economic Development Agencies:</u></b>				
Economic Development Partnership	<b>130,000</b>	<b>130,000</b>	<b>140,054</b>	<b>140,054</b>
<b><u>Community Development Agencies:</u></b>				
Roanoke Valley Alleghany Regional Commission	<b>29,614</b>	<b>47,411</b>	<b>46,798</b>	<b>46,798</b>
<b><u>Recreation and Tourism Agencies:</u></b>				
Roanoke Valley Convention and Visitors Bureau	130,000	130,000	150,000	130,000
Virginia Amateur Sports	40,000	40,000	50,000	41,667
<b>Total Recreation and Tourism Agencies</b>	<b>170,000</b>	<b>170,000</b>	<b>200,000</b>	<b>171,667</b>
<b>Grand Total All Agencies</b>	<b>\$ 719,439</b>	<b>\$ 742,236</b>	<b>\$ 1,159,750</b>	<b>\$ 779,814</b>

**County of Roanoke**  
**FY 2004-2005 Requested/Approved New Positions**

Department/Position Title	Number & Cost of New Position Requests				Adopted	
	Qty	Personnel Cost	Operating / Capital Cost	Total Cost	Qty	Cost
<b>Commissioner of the Revenue</b>						
Tax Clerk III	1	32,162	-	32,162	-	-
<b>Fire and Rescue</b>						
Regional Training Officer	2	106,788	59,600	166,388	-	-
Administrative Analyst	1	47,858	-	47,858	-	-
Public Educator - Fire Prevention	1	43,734	26,000	69,734	-	-
Fire Inspector	2	91,488	72,400	163,888	-	-
Secretary - Fire Prevention	1	28,203	-	28,203	-	-
Homeland Security Manager	1	77,379	29,800	107,179	-	-
24/hr staffing @ Hollins	4	244,902	17,200	262,102	-	-
24/hr staffing @ City #13	7	398,118	30,100	428,218	-	-
<b>Parks, Recreation &amp; Tourism</b>						
Special Events Technician	1	15,608	-	15,608	-	-
Sign Technician	1	24,888	-	24,888	-	-
<b>Library</b>						
Library Assistant	2	56,519	-	56,519	-	-
<b>Police</b>						
Criminal Investigator	2	83,810	17,758	101,568	-	-
Uniform Officers, Patrol	6	228,596	249,655	478,251	-	-
Community Service Officer - CSO	1	46,666	8,879	55,545	-	-
<b>Information Technology</b>						
Microcomputer Technician	1	40,077	-	40,077	-	-
<b>Sheriff</b>						
Deputy Sheriff, Medical	1	31,489	1,913	33,402	-	-
Secretary, Care & Confinement	1	25,518	-	25,518	-	-
Deputy Sheriff, Corrections	3	110,031	5,738	115,769	-	-
<b>Total</b>	<b>39</b>	<b>\$1,733,834</b>	<b>\$519,042</b>	<b>\$2,252,876</b>	<b>0</b>	<b>\$0</b>

**Note:**

Personnel cost includes salary, FICA, VRS, and Health and Dental insurance.

**County of Roanoke**  
**Undesignated Fund Balance Projections - General Fund**  
**FY2003, FY 2004 and FY 2005**

FY 2003 Actual

Audited Beginning Balance at July 1, 2002	\$ 14,269,874
Revenues FY 2003	130,926,463
Expenditures for FY 2003	<u>\$(126,652,695)</u>
Balance at June 30, 2003	<u><u>\$ 18,543,642</u></u>

FY 2004 Estimate

Unaudited Beginning Balance at July 1, 2003	\$ 18,543,642
Projected Revenues FY 2004	127,929,924
Projected Expenditures for FY 2004	<u>\$(127,929,924)</u>
Estimated Balance at June 30, 2004	<u><u>\$ 18,543,642</u></u>

FY 2005 Estimate

Projected Beginning Fund Balance	\$ 18,543,642
Projected Revenues for FY 2005	136,228,566
Projected Expenditures for FY 2005	<u>\$(136,228,566)</u>
Estimated Balance at June 30, 2005	<u><u>\$ 18,543,642</u></u>

**Change in Fund Balance – General Fund**

The Beginning Fund Balance of the General Fund for FY 2002-2003 was \$14,269,874 and the Ending Fund Balance was \$18,543,642, resulting in an increase of \$4,273,768 or 30%. This increase resulted from a variety of factors. Over the last several years the mild recession experienced at the national level had a significant impact on Roanoke County's revenues. While real estate revenue growth held steady, other revenue categories that were contingent on general economic conditions suffered. Personal property tax, business license tax, sales tax, and meal tax revenues grew at a much lower rate than before the recession. As a result, revenue projections (and thus expenditure projections) were prepared cautiously for FY2002-2003.

Fortunately, economic conditions improved during FY2002-2003 and actual revenues collected exceeded budgeted revenues by a significant amount. The greater than expected revenue growth due to improving economic conditions combined with conservative expenditure plans resulted in the increase in Fund Balance. In light of these circumstances, budget projections for FY2003-2004 and FY2004-2005 have been adjusted to account for this growth with the goal of narrowing the gap between budgeted growth and actual collections.



### Budget Glossary

- Accrual Accounting:** A basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt of the revenue or the payment of the expenditure may take place, in whole or in part, in another accounting period.
- Ad Valorem:** A tax levied in proportion to value of the property against which it is levied.
- ADAPT:** A benefit program that is a new state information system for food stamps
- Adopted Budget:** The budget for financial operations approved by the Board of Supervisors and enacted via a budget appropriation ordinance. The Adopted Budget shows approved tax rates and estimates of revenues, expenditures, and transfers. It also presents departmental goals, objectives, and strategies.
- Annual Fiscal Plan:** The formal title of the County's budget document.
- Appropriation:** An authorization made by the Board of Supervisors that permits the County to incur obligations and to make expenditures of resources. The Board appropriates annually, at the beginning of each fiscal year by department, agency, or project, based upon the adopted Annual Fiscal Plan. The Board may approve additional appropriations during the fiscal year by amending the Annual Fiscal Plan and appropriating the funds for expenditure.
- Appropriation Resolution:** A legally binding document prepared by the Office of Management and Budget that delineates by fund and department all expenditures and revenues adopted by the Board of Supervisors.
- Assess:** To place a value on property for tax purposes.
- Assessed Value:** A value placed on real or personal property for use as a basis for levying property taxes. The value used represents fair market value. *See Tax Rate.*
- Audit:** A comprehensive investigation of the manner in which the government's resources were actually utilized. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals. An annual financial audit of each municipality by an independent certified public accountant is required by the State of Virginia.
- Auditor of Public Accounts:** State agency that oversees accounting, financial reporting, and audit requirements for units of local government.
- Authorized Positions:** Employee positions authorized in the adopted budget to be filled during the fiscal year.
- Balance Sheet:** A financial statement that discloses the assets, liabilities, reserves and balances of a fund or governmental unit as of a specific date.
- Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are used most frequently for construction of large capital projects, such as buildings, utility systems, parks, etc. General obligation bonds require approval through voter referendum for counties in Virginia.
- Budget:** A fiscal plan showing estimated expenditures, revenue, and service levels for a specific fiscal year.
- Budget Adjustment:** A legal procedure utilized by the County Administrator to revise a budget appropriation from one classification of expenditure to another within the same department or agency. The County Administrator may also transfer \$10,000 from the unencumbered balance of the appropriation of one department or agency to another department or agency, including the contingency account encompassed in the non-departmental appropriation.
- Budget Calendar:** The schedule of essential dates or milestones that the County departments follow in the preparation, adoption, and administration of the budget.
- Budget Document:** The instrument used by the budget-making authority to present a comprehensive financial program to the Board of Supervisors.

**Budget Message:** The opening section of the budget that provides the Board of Supervisors and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the County Administrator.

**Budget Transfer:** A shift of budgeted funds from expenditure item to another.

**Budgetary Basis:** Generally one of three (GAAP, cash, or modified accrual) bases of accounting used to estimate financing sources and uses in the budget.

**Budgetary Comparisons:** Statements or schedules presenting comparisons between amended appropriated amounts and actual results of operations.

**Capital Facilities:** Fixed assets, primarily buildings, owned by the County.

**Capital Improvement Program:** A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

**Capital Improvement Program Budget:** A Capital Improvement Program (CIP) budget is separate from the operating budget. Items in the CIP are usually construction projects designed to improve the value of government assets. Items in the CIP have a useful life of greater than seven years and a cost over \$25,000. Examples of capital improvement projects include new roads, sewer lines, buildings, recreational facilities and large scale remodeling.

**Capital Outlay:** Expenditures to acquire or improve fixed assets that are not included in the Capital Improvement Program. Examples of capital outlays are furniture, fixtures, machinery, and equipment.

**Capital Projects Fund:** Accounts for financial resources to be used for the acquisition or construction or major capital facilities.

**Component Unit:** Is a legally separate entity where the primary government appoints the voting majority of the component unit board. The government is also able to impose its will on the Component Unit and/or is in a relationship of financial benefit or burden with it. Roanoke County accounts for the revenues and expenditures of the public school system as a component unit.

**Constitutional Officers:** Officials elected to positions established by the Constitution or laws of the Commonwealth.

**Contingent Balance:** Funds set aside in a special account in the Annual Fiscal Plan, but not appropriated for expenditure. These funds are for emergency or unforeseen needs and are appropriated as the need arises.

**Current Taxes:** Levied taxes due within one year.

**CY:** Calendar Year, January 1 to December 31

**Debt Service:** The County's obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

**Debt Service Fund:** Accounts for the revenues required during the budget period to pay interest on outstanding long-term debt and to repay any maturing issues or installments.

**Deficit:** Expenditures in excess of revenue.

**Delinquent Taxes:** Taxes remaining unpaid on or after the date on which a penalty for non-payment is attached.

**Department:** A major administrative division of the County; indicates overall management responsibility for an operation or a group of related operations within a functional area.

**Depreciation:** The process of estimating and recording the lost value, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

**Designated Fund Balance:** That portion of resources, which at year-end, exceeded requirements and has been designated for use at some future time for a specific project or use. Money in a designated fund balance is not in the Annual Fiscal Plan and therefore has not been appropriated for expenditure. However, those funds are not available for use except for the designated purpose.

**Distinguished Budget Presentation Awards Program:** A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents. To receive the award,

governments must have prepared a budget that meets program criteria as a document, an operations guide, a financial plan, and a communications device.

**Encumbrance:** The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

**Enhancement:** An improvement to a programmatic service level.

**Enterprise Fund:** A fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenses. Enterprise funds are established for services such as water and sewer.

**Expenditure:** This term refers to the outflow of funds for an obtained asset, good or service regardless of when the expense is actually paid. Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended.

**Expenses:** Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest, and other charges.

**Fiscal Year (FY):** The twelve-month time period designating the beginning and ending period for recording financial transactions. The County of Roanoke uses July 1 to June 30 as its fiscal year.

**Fixed Assets:** Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

**Fund:** An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Commonly used funds are: general fund, special revenue funds, debt service fund, capital project fund, enterprise funds, trust and agency funds, and internal service fund.

**Fund Balance:** Fund balance is the excess of assets over liabilities and is therefore also known as surplus funds. These funds are not in the Annual Fiscal Plan and therefore have not been appropriated for expenditure. An Enterprise Fund may refer to these funds as retained earnings.

**Full Faith and Credit:** A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

**Fund Balance:** Monies that are neither spent nor encumbered at a give time.

**General Fund:** The largest fund within the County, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges and other types of revenue. This fund usually includes most of the basic operating services such as fire and police protection, finance, data processing, parks and recreation, libraries, public works and general administration.

**General Ledger:** A file that contains a listing of the various accounts necessary to reflect the financial position of the government.

**General Obligation Bonds:** Bonds that finance a variety of public projects such as streets, buildings and improvements. The repayment of these bonds is usually made from the General Fund, and these bonds are backed by the full faith and credit of the issuing government.

**Generally Accepted Accounting Principles (GAAP):** Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations. The primary authoritative statement on the application of GAAP to state and local governments are NCGA pronouncements. Every government should prepare and publish financial statements in conformity with GAAP. The objectives of government GAAP financial reports are different from, and much broader than, the objectives of business GAAP financial reports.

**Goal:** A broad statement of purpose, providing a framework for specific objectives and strategy. In a strategic planning context, a goal should correspond to a broader mission statement.

- Grant:** A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee.
- Interfund Transfer:** A resource recorded in one fund may be moved to another fund with the approval of the Board of Supervisors. An example of an interfund transfer would be a transfer of funds from the General Fund to the Debt Service Fund for payments on principal and interest on bonds.
- Intergovernmental Revenue:** Revenues from other governments; i.e., State and Federal government, received in the form of grants, entitlements, shared revenue, or payment in lieu of taxes.
- Internal Service Fund:** This fund is used to account for resources used for providing centralized services to other County departments. Roanoke County has two such funds: Management Information Systems and Communications. Revenues are derived from interfund charges on a cost reimbursement basis.
- Lease Purchase Agreement:** Contractual agreements that are termed leases, but that in substance are purchase contracts.
- Line Item Budget:** A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.), along with the dollar amount budgeted for each specified category.
- Long Term Debt:** Debt that matures more than one year after the date of issuance.
- License/Permit:** Document issued to regulate various kinds of businesses and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits.
- Mission Statement:** A broad statement of purpose derived from organizational and/or community values and goals. The Mission Statement also identifies the functions of an organizational unit.
- Modified Accrual Accounting:** A basis of accounting in which expenditures are accrued, but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received or are "measurable" and "available for expenditure." Since this type of accounting basis is a conservative financial approach, it is recommended as the standard for most governmental funds.
- Objective:** A simply stated, readily measurable aim or expected accomplishment. A good objective should imply a specific standard of performance for a given program:
- An operational objective focuses on service delivery.
  - A managerial objective focuses on those aspects of management that help staff achieve operational objectives (i.e., staff training, work plan development, etc.)
- Operating Budget:** The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel and fuel.
- Operating Expense:** The cost of contractual services, materials, supplies and other expenses not related to personnel or capital outlay expenses.
- Personnel Expense:** Cost of salaries, wages, and fringe benefits such as social security contributions, retirement expenses, health, dental, and life insurance payments.
- Pro Rata Fees:** Fees paid by developers and sub-dividers representing their proportional shares of the cost of public improvements necessitated by their development activities.
- Proffer:** Funds negotiated at the time of rezoning to help defray the capital costs associated with resultant development.
- Program:** A single project or activity, or a group of projects or activities, related to a single purpose that is to be carried out in a specified period.
- Program Budget:** A budget that focuses upon the goals and objectives of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditure.
- Property Tax:** Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.



**Proprietary Fund:** A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. Proprietary fund types used by the County include the Water and Sewer Enterprise Funds.

**Reserve:** An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Retained Earnings:** An equity account reflecting the accumulated earnings of an enterprise.

**Revenue:** Funds that the government receives as income; includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

**Revenue Bonds:** Bonds sold for constructing a project that will produce revenue for the government. The revenue is used to pay the principal and interest of the bond.

**Risk Management:** An organized, economical attempt to protect a government's assets against accidental loss.

**Rollover:** Board approved extension of previously approved appropriations from one fiscal year to the next.

**Section:** A division, department or other designation for which a budget is adopted. The lowest level of cost identification of a program for budget purposes.

**Service Level:** A management tool used to measure past performance and changes in the quantity, quality, and efficiency of services.

**Special Revenue Fund:** The Special Revenue Fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. An example would be Roanoke County's School Operating Fund.

**Statute:** A written law enacted by a duly organized and constituted legislative body.

**Strategy:** A specific plan or action for achieving an objective.

**Surplus:** Refers to the excess of revenues over expenditures.

**Tax:** Compulsory charge levied by a government used to finance public services. The term does not include charges for services rendered only to those paying such charges, for example sewer service charges.

**Tax Levy:** The total dollar amount of tax that should ideally be collected based on existing tax rates and assesses values of personal and real properties.

**Tax Rate:** The amount of tax stated in terms of a unit of the tax base. For example, \$1.12 per \$100 of assessed value of taxable property.

**Transfers:** The movement of money from the General Fund to other funds (interfund) or money within the General Fund (intrafund). An interfund transfer, for example, takes place to the Debt Service Fund. An example of an intrafund transfer is to the Internal Services Fund.

**Undesignated Fund Balance:** The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

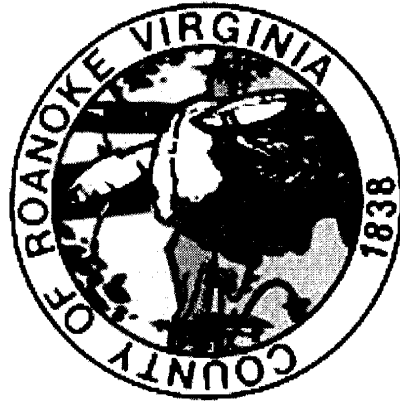
**Unemployment Rate:** The Virginia Employment Commission's (VEC) report of persons who are actively filed as not holding, but are seeking, a job for which they would receive compensation. This does not include those persons who have no job, but do not consult the VEC for job placement services.

**User Fees:** Charges paid for citizens for specific County services

### Frequently Used Acronyms and Abbreviations

<b>ABC</b> – Alcoholic Beverage Control	<b>FICA</b> - Federal Insurance Contributions Act
<b>ADA</b> – Americans with Disabilities Act	<b>FLSA</b> – Fair Labor Standards Act
<b>AFDC</b> – Aid to Families with Dependent Children	<b>FMLA</b> – Family Medical Leave Act
<b>AFP</b> – Annual Fiscal Plan (Budget Book)	<b>FOIA</b> – Freedom of Information Act
<b>ALS</b> – Advanced Life Support	<b>FT</b> – Full Time
<b>ANR</b> – Agriculture and Natural Resources	<b>FTE</b> – Full-Time Equivalent
<b>APA</b> – Auditor of Public Accounts	<b>FY</b> – Fiscal Year
<b>APC</b> – Annual Population Change (%)	<b>GAAP</b> – Generally Accepted Accounting Principles
<b>AVR</b> – Assessed Value of Real Estate	<b>GDC</b> – General District Court
<b>BAN</b> – Bond anticipation note	<b>GFOA</b> – Government Finance Officers Association
<b>BLS</b> – Basic Life Support	<b>GIS</b> – Geographic Information System
<b>BOS</b> – Board of Supervisors	<b>HVAC</b> – Heating, Ventilation, and Air Conditioning
<b>BPOL</b> – Business, Professional, and Occupational License Tax	<b>IDA</b> – Industrial Development Authority
<b>CAD</b> – Computer Aided Dispatch	<b>ISDN</b> – Integrated Services Digital Network
<b>CAFR</b> – Comprehensive Annual Financial Report	<b>MDT</b> – Mobile Data Terminal
<b>CIIF</b> – Capital Incentive Improvement Fund	<b>MGD</b> – million gallons per day
<b>CIP</b> – Capital Improvements Program	<b>MHz</b> - Megahertz
<b>CMP</b> – Capital Maintenance Project	<b>OSHA</b> – Occupational Safety & Health Administration
<b>COLA</b> – Cost of Living Adjustment	<b>PC</b> – Population Change
<b>CPI</b> – Consumer Price Index	<b>PP</b> – Personal Property
<b>CPMT</b> – Community Policy Management Team	<b>PST</b> – Public Safety Team
<b>CPR</b> – Cardiopulmonary Resuscitation	<b>PT</b> – Part Time
<b>CRR</b> – Collection Rate Real Estate	<b>SCADA</b> – System Control and Data Acquisition
<b>CSA</b> – Community Services Act	<b>SWM</b> – Storm Water Management
<b>CSR</b> – Customer Service Representative	<b>TANF</b> – Temporary Aid to Needy Families
<b>CY</b> – Calendar Year	<b>VDOT</b> – Virginia Department of Transportation
<b>DMV</b> - Division of Motor Vehicles	<b>VJCCCA</b> – Virginia Juvenile Community Crime Control Act
<b>EEOC</b> – Equal Employment Opportunity Commission	<b>VPSA</b> – Virginia Public School Authority
<b>EMS</b> – Emergency Medical Service	<b>VRS</b> – Virginia Retirement System
<b>EOC</b> – Emergency Operations Center	

# County of Roanoke



## FY 2004-2005 Classification and Pay Plan

Prepared by

The Department of Human Resources

Classification Plan and Unclassified Schedule for employees in the service of Roanoke County for the fiscal year beginning July 1, 2004,  
as herein set forth in the following words and figures:

**CLASSIFICATION PLAN**  
**FY 2004 - 2005**  
**Part I - Classified Positions**

Grade	Code	Title	Status	Department	No. Emp.	Minimum	Midpoint	Maximum
8	815	Custodian	Nonexempt	General Services	5	16,222	20,117	24,012
9	-	-	-	-	0	17,033	21,123	25,214
10	614	Clerk Typist	Nonexempt	Social Services	2	17,884	22,180	26,474
10	618	Courier	Nonexempt	Finance	1	17,884	22,180	26,474
10	855	Refuse Collector	Nonexempt	General Services	6	17,884	22,180	26,474
11	885	Utility Maintenance Worker	Nonexempt	Utility	4	18,779	23,288	27,798
12	608	Civil Process Clerk II	Nonexempt	Sheriff	1	19,718	24,453	29,188
12	673	Secretary	Nonexempt	Parks, Recreation & Tourism	1	19,718	24,453	29,188
12	673	Secretary	Nonexempt	Finance	1	19,718	24,453	29,188
12	685	Tax Clerk I	Nonexempt	Commissioner of the Revenue	3	19,718	24,453	29,188
12	689	Treasurer Clerk I	Nonexempt	Treasurer	2	19,718	24,453	29,188
12	840	Motor Equipment Operator I	Nonexempt	Utility	8	19,718	24,453	29,188
12	850	Parks Maintenance Worker	Nonexempt	Parks, Recreation & Tourism	10	19,718	24,453	29,188
12	872	Stormwater Maintenance Worker	Nonexempt	Community Development	2	19,718	24,453	29,188
13	600	Account Clerk	Nonexempt	Finance	3	20,704	25,675	30,647
13	600	Account Clerk	Nonexempt	Utility	1	20,704	25,675	30,647
13	621	Customer Service Representative	Nonexempt	Finance	4	20,704	25,675	30,647
13	621	Customer Service Representative	Nonexempt	General Services	2	20,704	25,675	30,647
13	621	Customer Service Representative	Nonexempt	Real Estate Valuation	2	20,704	25,675	30,647
13	621	Customer Service Representative	Nonexempt	Social Services	4	20,704	25,675	30,647
13	621	Customer Service Representative	Nonexempt	Utility	2	20,704	25,675	30,647
13	653	Meter Reader	Nonexempt	Utility	2	20,704	25,675	30,647
13	661	Police Records Clerk	Nonexempt	Police	3	20,704	25,675	30,647
13	732	Motor Equipment Operator II	Nonexempt	Utility	5	20,704	25,675	30,647
13	827	Food Service Technician	Nonexempt	Parks, Recreation & Tourism	1	20,704	25,675	30,647
13	840	Motor Equipment Operator I	Nonexempt	Community Development	2	20,704	25,675	30,647
13	840	Motor Equipment Operator I	Nonexempt	Parks, Recreation & Tourism	5	20,704	25,675	30,647
14	536	Library Assistant	Nonexempt	Library	13	21,739	26,960	32,180
14	560	Recreation Technician	Nonexempt	Parks, Recreation & Tourism	1	21,739	26,960	32,180
14	576	Social Services Aide II	Nonexempt	Social Services	2	21,739	26,960	32,180

Grade	Code	Title		Status	Department	No. Emp.	Minimum	Midpoint	Maximum
14	604	Assistant Registrar	Registrar	Nonexempt		1	21,739	26,960	32,180
14	626	Deputy Clerk of Circuit Court I	Clerk of the Circuit Court	Nonexempt		1	21,739	26,960	32,180
14	665	Real Estate Clerk II	Commissioner of the Revenue	Nonexempt		1	21,739	26,960	32,180
14	686	Tax Clerk II	Commissioner of the Revenue	Nonexempt		3	21,739	26,960	32,180
14	690	Treasurer Clerk II	Treasurer	Nonexempt		4	21,739	26,960	32,180
14	752	Utility Line Location Technician	Utility	Nonexempt		2	21,739	26,960	32,180
14	776	Water Operator IV	Utility	Nonexempt		1	21,739	26,960	32,180
14	805	Corrections - Food Services Director	Sheriff	Exempt/Compensatory		1	21,739	26,960	32,180
15	622	Customer Service Representative II	Community Development	Nonexempt		4	22,826	28,307	33,788
15	659	Payroll Clerk	Finance	Nonexempt		1	22,826	28,307	33,788
15	697	Warrants/Evidence Clerk	Police	Nonexempt		1	22,826	28,307	33,788
15	732	Motor Equipment Operator II	Community Development	Nonexempt		1	22,826	28,307	33,788
15	760	Wastewater Maintenance Mechanic	Utility	Nonexempt		1	22,826	28,307	33,788
16	358	Land Use Compliance Coordinator	Real Estate Valuation	Nonexempt		1	23,967	29,723	35,478
16	468	Control Room Operator	Sheriff	Nonexempt		2	23,967	29,723	35,478
16	564	Senior Library Assistant	Library	Nonexempt		4	23,967	29,723	35,478
16	602	Accounts Coordinator	Parks, Recreation & Tourism	Nonexempt		1	23,967	29,723	35,478
16	602	Accounts Coordinator	Police	Nonexempt		1	23,967	29,723	35,478
16	602	Accounts Coordinator	Social Services	Nonexempt		2	23,967	29,723	35,478
16	616	Computer Operator	Information Technology	Nonexempt		2	23,967	29,723	35,478
16	643	Income Tax Coordinator	Commissioner of the Revenue	Nonexempt		1	23,967	29,723	35,478
16	655	Office Support Specialist	Board of Supervisors	Nonexempt		1	23,967	29,723	35,478
16	655	Office Support Specialist	Fire and Rescue	Nonexempt		1	23,967	29,723	35,478
16	655	Office Support Specialist	General Services	Nonexempt		1	23,967	29,723	35,478
16	655	Office Support Specialist	Human Services	Nonexempt		1	23,967	29,723	35,478
16	655	Office Support Specialist	Parks, Recreation & Tourism	Nonexempt		2	23,967	29,723	35,478
16	655	Office Support Specialist	Police	Nonexempt		3	23,967	29,723	35,478
16	655	Office Support Specialist	Utility	Nonexempt		1	23,967	29,723	35,478
16	663	Program Support Specialist	Community Development	Nonexempt		2	23,967	29,723	35,478
16	663	Program Support Specialist	Court Services	Nonexempt		1	23,967	29,723	35,478
16	663	Program Support Specialist	Fire and Rescue	Nonexempt		1	23,967	29,723	35,478
16	663	Program Support Specialist	Library	Nonexempt		1	23,967	29,723	35,478
16	663	Program Support Specialist	Finance	Nonexempt		1	23,967	29,723	35,478
16	663	Program Support Specialist	Sheriff	Nonexempt		1	23,967	29,723	35,478
16	687	Tax Clerk III	Commissioner of the Revenue	Nonexempt		2	23,967	29,723	35,478

Grade	Code	Title	Status	Department	No. Emp.	Minimum	Midpoint	Maximum
16	691	Treasurer Clerk III	Nonexempt	Treasurer	3	23,967	29,723	35,478
16	724	Laboratory Technician	Nonexempt	Utility	2	23,967	29,723	35,478
16	744	Solid Waste Equipment Operator	Nonexempt	General Services	23	23,967	29,723	35,478
16	780	Water Operator III	Nonexempt	Utility	5	23,967	29,723	35,478
16	810	Crew Leader	Nonexempt	General Services	3	23,967	29,723	35,478
17	249	Life Skills Mentoring Program Mentor	Exempt/Compensatory	Court Services	3	25,166	31,209	37,252
17	384	Tax Compliance Deputy	Nonexempt	Commissioner of the Revenue	1	25,166	31,209	37,252
17	452	Communications Officer I	Nonexempt	Police	6	25,166	31,209	37,252
17	620	Customer Service Coordinator	Nonexempt	Community Development	1	25,166	31,209	37,252
17	620	Customer Service Coordinator	Nonexempt	General Services	1	25,166	31,209	37,252
17	620	Customer Service Coordinator	Nonexempt	Social Services	1	25,166	31,209	37,252
17	627	Deputy Clerk of Circuit Court II	Nonexempt	Clerk of the Circuit Court	3	25,166	31,209	37,252
17	651	Legal Secretary	Nonexempt	Commonwealth's Attorney	3	25,166	31,209	37,252
17	651	Legal Secretary	Nonexempt	County Attorney	1	25,166	31,209	37,252
17	662	Payroll Technician	Nonexempt	Finance	2	25,166	31,209	37,252
17	667	Real Estate Clerk Supervisor	Nonexempt	Commissioner of the Revenue	1	25,166	31,209	37,252
17	700	Automotive Mechanic	Nonexempt	General Services	4	25,166	31,209	37,252
17	781	Water Operator II	Nonexempt	Utility	2	25,166	31,209	37,252
18	333	Eligibility Worker	Nonexempt	Social Services	15	26,424	32,769	39,115
18	345	Equipment Technician	Nonexempt	General Services	2	26,424	32,769	39,115
18	454	Communications Officer II	Nonexempt	Police	17	26,424	32,769	39,115
18	528	Human Resources Assistant	Exempt/Compensatory	Human Resources	3	26,424	32,769	39,115
18	558	Recreation Programmer	Nonexempt	Parks, Recreation & Tourism	9	26,424	32,769	39,115
18	606	Business Ordinance Inspector	Nonexempt	Commissioner of the Revenue	1	26,424	32,769	39,115
18	624	Deputy Assistant General Registrar	Nonexempt	Registrar	1	26,424	32,769	39,115
18	631	Deputy Clerk to the Board of Supervisors	Nonexempt	Board of Supervisors	1	26,424	32,769	39,115
18	632	Economic Development Administrative Assistant	Nonexempt	Economic Development	1	26,424	32,769	39,115
18	671	Risk Management Specialist	Nonexempt	Finance	1	26,424	32,769	39,115
18	704	Building Maintenance Technician	Nonexempt	General Services	4	26,424	32,769	39,115
18	708	Electrician	Nonexempt	Utility	1	26,424	32,769	39,115
18	715	Heavy Truck Mechanic	Nonexempt	General Services	1	26,424	32,769	39,115
18	716	Laboratory Technician Supervisor	Nonexempt	Utility	1	26,424	32,769	39,115
18	733	Motor Equipment Operator III	Nonexempt	Utility	2	26,424	32,769	39,115
18	736	Senior Water Operator	Nonexempt	Utility	2	26,424	32,769	39,115
18	842	Parks Crew Leader	Nonexempt	Parks, Recreation & Tourism	7	26,424	32,769	39,115

Grade	Code	Title		Status	Department	No. Emp.	Minimum	Midpoint	Maximum
18	846	Parks Maintenance Service Specialist		Nonexempt	Parks, Recreation & Tourism	1	26,424	32,769	39,115
19	324	Electrical Inspector		Nonexempt	Community Development	1	27,745	34,408	41,070
19	336	Employment Services Worker		Exempt/Compensatory	Social Services	1	27,745	34,408	41,070
19	343	Engineering/GIS Technician I		Nonexempt	Community Development	2	27,745	34,408	41,070
19	348	Fraud Investigator		Nonexempt	Social Services	1	27,745	34,408	41,070
19	360	Plumbing and Mechanical Inspector		Nonexempt	Community Development	1	27,745	34,408	41,070
19	381	Senior Eligibility Worker		Nonexempt	Social Services	6	27,745	34,408	41,070
19	428	Police Community Services Officer		Nonexempt	Police	3	27,745	34,408	41,070
19	539	Office Budget Specialist		Nonexempt	Information Technology	1	27,745	34,408	41,070
19	628	Deputy Clerk of Circuit Court III		Nonexempt	Clerk of the Circuit Court	5	27,745	34,408	41,070
19	705	Building Maintenance Technician II		Nonexempt	General Services	3	27,745	34,408	41,070
20	201	Assistant Cataloger		Exempt/Compensatory	Library	1	29,132	36,128	43,124
20	202	Assistant Reference Librarian		Exempt/Compensatory	Library	1	29,132	36,128	43,124
20	284	Social Worker		Exempt/Compensatory	Social Services	18	29,132	36,128	43,124
20	344	Engineering/GIS Technician II		Nonexempt	Community Development	1	29,132	36,128	43,124
20	363	Pollution Abatement Inspector		Nonexempt	Utility	3	29,132	36,128	43,124
20	383	Social Services Trainer/Case Reader		Exempt/Compensatory	Social Services	1	29,132	36,128	43,124
20	416	Firefighter/EMT		Nonexempt	Fire and Rescue	33	29,132	36,128	43,124
20	442	Police Officer-Uniform Division		Nonexempt	Police	58	29,132	36,128	43,124
20	456	Communications Officer III		Nonexempt	Police	5	29,132	36,128	43,124
20	470	Deputy Sheriff		Nonexempt	Sheriff	37	29,132	36,128	43,124
20	532	Legal Assistant		Nonexempt	County Attorney	1	29,132	36,128	43,124
20	588	Victim/Witness Coordinator		Nonexempt	Commonwealth's Attorney	1	29,132	36,128	43,124
20	726	Lead Senior Water Operator		Nonexempt	Utility	2	29,132	36,128	43,124
20	820	Stormwater Maintenance Foreman		Nonexempt	Community Development	2	29,132	36,128	43,124
20	845	Parks Maintenance Foreman		Nonexempt	Parks, Recreation & Tourism	3	29,132	36,128	43,124
20	865	Solid Waste Collection Foreman		Nonexempt	General Services	2	29,132	36,128	43,124
20	875	Utility Maintenance Foreman		Nonexempt	Utility	6	29,132	36,128	43,124
21	265	Recreation Program Supervisor		Exempt/Compensatory	Parks, Recreation & Tourism	4	30,589	37,935	45,280
21	308	Combination Code Compliance Inspector		Nonexempt	Community Development	9	30,589	37,935	45,280
21	382	Senior Pollution Abatement Inspector		Nonexempt	Utility	1	30,589	37,935	45,280
21	408	Logistics Technician		Nonexempt	Fire and Rescue	1	30,589	37,935	45,280
21	426	Crime Analyst		Exempt/Compensatory	Police	1	30,589	37,935	45,280
21	512	Buyer		Nonexempt	Finance	2	30,589	37,935	45,280
21	556	Recreation Marketing Specialist		Exempt/Compensatory	Parks, Recreation & Tourism	1	30,589	37,935	45,280

Grade	Code	Title	Status	Department	No. Emp.	Minimum	Midpoint	Maximum
22	206	Associate Planner	Exempt/Compensatory	Community Development	3	32,118	39,832	47,545
22	207	Financial Info Systems Coordinator	Exempt/Compensatory	Finance	1	32,118	39,832	47,545
22	280	Senior Social Worker	Exempt/Compensatory	Social Services	7	32,118	39,832	47,545
22	292	Volunteer Recruiter/Marketing Administrator	Exempt/Compensatory	Fire and Rescue	1	32,118	39,832	47,545
22	300	Appraiser	Exempt/Compensatory	Real Estate Valuation	1	32,118	39,832	47,545
22	321	Development Review Coordinator	Exempt/Compensatory	Community Development	1	32,118	39,832	47,545
22	327	Electronic Services Specialist	Exempt/Compensatory	Library	1	32,118	39,832	47,545
22	327	Electronic Services Specialist	Exempt/Compensatory	Social Services	1	32,118	39,832	47,545
22	346	Engineering/GIS Technical Supervisor	Nonexempt	Community Development	1	32,118	39,832	47,545
22	354	Microcomputer Technician	Exempt/Compensatory	Information Technology	2	32,118	39,832	47,545
22	378	Senior Employment Services Worker	Exempt/Compensatory	Social Services	1	32,118	39,832	47,545
22	418	Paramedic/Firefighter	Nonexempt	Fire and Rescue	42	32,118	39,832	47,545
22	443	Police Officer II - Uniform Div.	Nonexempt	Police	12	32,118	39,832	47,545
22	446	Police-Crime Prevention Officer	Nonexempt	Police	1	32,118	39,832	47,545
22	458	Communications Training Officer	Nonexempt	Police	1	32,118	39,832	47,545
22	460	Lead Communications Officer	Nonexempt	Police	5	32,118	39,832	47,545
22	476	Deputy Sheriff-Facility Maintenance Supervisor	Nonexempt	Sheriff	1	32,118	39,832	47,545
22	479	Deputy Sheriff - LIDS Technician	Nonexempt	Sheriff	1	32,118	39,832	47,545
22	484	Deputy Sheriff - Training	Nonexempt	Sheriff	1	32,118	39,832	47,545
22	489	Deputy Sheriff-Rehabilitation	Nonexempt	Sheriff	5	32,118	39,832	47,545
22	490	Deputy Sheriff-Librarian	Nonexempt	Sheriff	1	32,118	39,832	47,545
22	492	Deputy Sheriff-Medical	Nonexempt	Sheriff	6	32,118	39,832	47,545
22	493	Deputy Sheriff-Inmate Records	Nonexempt	Sheriff	1	32,118	39,832	47,545
22	629	Deputy Clerk of Circuit Court IV	Exempt/Compensatory	Clerk of the Circuit Court	4	32,118	39,832	47,545
22	635	Executive Secretary	Nonexempt	County Administrator	1	32,118	39,832	47,545
22	660	Payroll Supervisor	Exempt/Compensatory	Finance	2	32,118	39,832	47,545
22	870	Solid Waste Operations Supervisor	Exempt/Compensatory	General Services	1	32,118	39,832	47,545
22	880	Utility Maintenance Supervisor	Exempt/Compensatory	Utility	1	32,118	39,832	47,545
23	222	Divisional Librarian	Exempt/Compensatory	Library	2	33,725	41,824	49,922
23	312	Communications Technician	Nonexempt	Information Technology	5	33,725	41,824	49,922
23	330	Eligibility Supervisor	Exempt/Compensatory	Social Services	3	33,725	41,824	49,922
23	374	Real Estate Technology Support	Exempt/Compensatory	Real Estate Valuation	1	33,725	41,824	49,922
23	376	Senior Combination Code Compliance Inspector	Nonexempt	Community Development	0	33,725	41,824	49,922
23	412	Fire Inspector	Exempt/Compensatory	Fire and Rescue	2	33,725	41,824	49,922
23	414	Fire Lieutenant	Nonexempt	Fire and Rescue	12	33,725	41,824	49,922



Grade	Code	Title		Status	Department	No. Emp.	Minimum	Midpoint	Maximum
23	438	Police Officer-Criminal Investigator		Nonexempt	Police	14	33,725	41,824	49,922
23	693	Utility Billing Supervisor		Exempt/Compensatory	Finance	1	33,725	41,824	49,922
23	714	Fleet/Garage Supervisor		Exempt/Compensatory	General Services	1	33,725	41,824	49,922
23	764	Water Distribution Supervisor		Exempt/Compensatory	Utility	1	33,725	41,824	49,922
23	784	Water Production Supervisor		Exempt/Compensatory	Utility	1	33,725	41,824	49,922
23	873	Stormwater Operations Supervisor		Exempt/Compensatory	Community Development	1	33,725	41,824	49,922
24	210	Branch Librarian		Exempt/Compensatory	Library	3	35,411	43,915	52,418
24	233	Business Coordinator		Exempt/Compensatory	Fire and Rescue	1	35,411	43,915	52,418
24	233	Business Coordinator		Exempt/Compensatory	Social Services	1	35,411	43,915	52,418
24	247	Life Skills Mentoring Program Supervisor		Exempt/Compensatory	Court Services	1	35,411	43,915	52,418
24	254	Parks Coordinator		Exempt/Compensatory	Parks, Recreation & Tourism	3	35,411	43,915	52,418
24	263	Recreation Program Manager		Exempt/Compensatory	Parks, Recreation & Tourism	4	35,411	43,915	52,418
24	351	Geographic Information Systems Coordinator		Nonexempt	Community Development	1	35,411	43,915	52,418
24	366	Programmer		Exempt/Compensatory	Information Technology	2	35,411	43,915	52,418
24	424	Administrative Analyst		Exempt/Compensatory	Police	1	35,411	43,915	52,418
24	444	Police - Records Unit Supervisor		Exempt/Compensatory	Police	1	35,411	43,915	52,418
24	462	Administrative Analyst		Exempt/Compensatory	Sheriff	1	35,411	43,915	52,418
25	140	Chief Deputy Commissioner of Revenue		Exempt/Compensatory	Commissioner of the Revenue	1	37,181	46,110	55,039
25	144	Chief Deputy Treasurer		Exempt/Compensatory	Treasurer	1	37,181	46,110	55,039
25	232	Financial Analyst		Exempt/Compensatory	Finance	2	37,181	46,110	55,039
25	237	Budget Analyst		Exempt/Compensatory	Budget	1	37,181	46,110	55,039
25	256	Planner		Exempt/Compensatory	Community Development	2	37,181	46,110	55,039
25	266	Reference and Adult Services Coordinator		Exempt/Compensatory	Library	1	37,181	46,110	55,039
25	282	Social Work Supervisor		Exempt/Compensatory	Social Services	3	37,181	46,110	55,039
25	337	Employment Services Supervisor		Exempt/Compensatory	Social Services	1	37,181	46,110	55,039
25	355	Network Specialist		Exempt/Compensatory	Information Technology	1	37,181	46,110	55,039
25	427	Police Officer - Sgt - Academy Asst Dir/Grants Admin		Exempt/Compensatory	Police	1	37,181	46,110	55,039
25	436	Police Officer - Sgt - Professional Standards		Exempt/Compensatory	Police	1	37,181	46,110	55,039
25	440	Police Officer - Sergeant		Nonexempt	Police	12	37,181	46,110	55,039
25	450	Chief Communications Officer		Exempt/Compensatory	Police	1	37,181	46,110	55,039
25	466	Deputy Sheriff - Sgt - Classification/Treatment		Nonexempt	Sheriff	1	37,181	46,110	55,039
25	477	Deputy Sheriff - Sgt - Inmate/Jail Services		Nonexempt	Sheriff	1	37,181	46,110	55,039
25	478	Deputy Sheriff - Sgt - Inmate Records		Nonexempt	Sheriff	1	37,181	46,110	55,039
25	482	Deputy Sheriff - Sergeant		Nonexempt	Sheriff	10	37,181	46,110	55,039
25	495	Deputy Sheriff - Sgt - Investigator		Nonexempt	Sheriff	1	37,181	46,110	55,039

Grade	Code	Title	Status	Department	No. Emp.	Minimum	Midpoint	Maximum
25	496	Deputy Sheriff - Sgt - Medical	Nonexempt	Sheriff	1	37,181	46,110	55,039
26	150	Clerk to the Board of Supervisors	Exempt/Compensatory	Board of Supervisors	1	39,040	48,416	57,791
26	212	Budget Administrator	Exempt/Compensatory	Budget	1	39,040	48,416	57,791
26	214	Civil Engineer I	Exempt/Compensatory	Community Development	2	39,040	48,416	57,791
26	242	Human Resources Consultant	Exempt/Compensatory	Human Resources	2	39,040	48,416	57,791
26	289	Tourism/Event Coordinator	Exempt/Compensatory	Parks, Recreation & Tourism	1	39,040	48,416	57,791
26	315	Computer Operations Supervisor	Exempt/Compensatory	Information Technology	1	39,040	48,416	57,791
26	352	IT Project Manager	Exempt/Compensatory	Information Technology	1	39,040	48,416	57,791
26	369	Programmer/Analyst	Exempt/Compensatory	Information Technology	2	39,040	48,416	57,791
26	375	Senior Appraiser	Exempt/Compensatory	Real Estate Valuation	8	39,040	48,416	57,791
26	386	Technical Services Supervisor	Exempt/Compensatory	Information Technology	1	39,040	48,416	57,791
26	410	Fire Captain	Nonexempt	Fire and Rescue	8	39,040	48,416	57,791
26	411	Fire Captain - Fire Prevention	Nonexempt	Fire and Rescue	1	39,040	48,416	57,791
26	740	Sewer Operations Manager	Exempt/Compensatory	Utility	1	39,040	48,416	57,791
26	772	Water Operations Manager	Exempt/Compensatory	Utility	1	39,040	48,416	57,791
27	228	Facilities Manager	Exempt/Compensatory	General Services	1	40,992	50,837	60,681
27	250	Network Engineer	Exempt/Compensatory	Information Technology	2	40,992	50,837	60,681
27	286	Solid Waste Manager	Exempt/Compensatory	General Services	1	40,992	50,837	60,681
27	310	Communications Shop Supervisor	Exempt/Compensatory	Information Technology	1	40,992	50,837	60,681
27	432	Police Officer - Lieutenant	Nonexempt	Police	4	40,992	50,837	60,681
27	434	Police Officer - Lieutenant Services/CID Division	Exempt/Compensatory	Police	2	40,992	50,837	60,681
27	480	Deputy Sheriff - Lieutenant	Exempt/Compensatory	Sheriff	6	40,992	50,837	60,681
28	138	Chief Deputy Clerk of the Circuit Court	Exempt/Compensatory	Clerk of the Circuit Court	1	43,042	53,378	63,714
28	164	Public Information Officer	Exempt/Discretionary	Community Relations	1	43,042	53,378	63,714
28	226	Economic Development Specialist	Exempt/Compensatory	Economic Development	2	43,042	53,378	63,714
28	920	Registrar	Exempt/Discretionary	Registrar	1	43,042	53,378	63,714
29	191	Finance Manager	Exempt/Discretionary	Finance	1	45,194	56,047	66,900
29	195	Purchasing Manager	Exempt/Discretionary	Finance	1	45,194	56,047	66,900
29	216	Civil Engineer II	Exempt/Compensatory	Community Development	2	45,194	56,047	66,900
29	216	Civil Engineer II	Exempt/Compensatory	Utility	2	45,194	56,047	66,900
29	227	Engineer/Plans Examiner	Exempt/Compensatory	Community Development	1	45,194	56,047	66,900
29	231	Database Administrator	Exempt/Compensatory	Information Technology	1	45,194	56,047	66,900
29	270	Risk Manager	Exempt/Discretionary	Finance	1	45,194	56,047	66,900
29	291	Traffic Engineer	Exempt/Compensatory	Community Development	1	45,194	56,047	66,900
29	293	System Analyst	Exempt/Compensatory	Information Technology	4	45,194	56,047	66,900

Grade	Code	Title	Status	Department	No. Emp.	Minimum	Midpoint	Maximum
29	402	Battalion Chief-Operations	Exempt/Compensatory	Fire and Rescue	3	45,194	56,047	66,900
29	404	Battalion Chief-Training	Exempt/Compensatory	Fire and Rescue	1	45,194	56,047	66,900
29	405	Battalion Chief - EMS Operations	Exempt/Compensatory	Fire and Rescue	1	45,194	56,047	66,900
30	110	Assistant Director of General Services	Exempt/Discretionary	General Services	1	47,454	58,850	70,245
30	116	Assistant Director of Library Services	Exempt/Discretionary	Library	1	47,454	58,850	70,245
30	118	Assistant Director of Parks	Exempt/Discretionary	Parks, Recreation & Tourism	1	47,454	58,850	70,245
30	124	Assistant Director of Recreation	Exempt/Discretionary	Parks, Recreation & Tourism	1	47,454	58,850	70,245
30	132	Building Commissioner	Exempt/Compensatory	Community Development	1	47,454	58,850	70,245
30	278	Senior Planner	Exempt/Discretionary	Community Development	1	47,454	58,850	70,245
30	294	Stormwater Operations Manager	Exempt/Compensatory	Community Development	1	47,454	58,850	70,245
31	203	Application Services Manager	Exempt/Compensatory	Information Technology	1	49,827	61,792	73,758
31	209	Business Architect	Exempt/Compensatory	Information Technology	1	49,827	61,792	73,758
31	388	Technical Service Manager	Exempt/Compensatory	Information Technology	1	49,827	61,792	73,758
31	430	Police Officer - Captain	Exempt/Discretionary	Police	1	49,827	61,792	73,758
31	472	Deputy Sheriff-Captain	Exempt/Discretionary	Sheriff	2	49,827	61,792	73,758
32	106	Assistant Director of Economic Development	Exempt/Discretionary	Economic Development	1	52,318	64,882	77,446
32	114	Assistant Director of Human Resources	Exempt/Discretionary	Human Resources	1	52,318	64,882	77,446
32	122	Assistant Director of Real Estate Valuation	Exempt/Discretionary	Real Estate Valuation	1	52,318	64,882	77,446
32	126	Assistant Director of Social Services	Exempt/Discretionary	Social Services	1	52,318	64,882	77,446
32	215	Chief Planner	Exempt/Discretionary	Community Development	1	52,318	64,882	77,446
32	400	Division Chief - Support & Community Service	Exempt/Discretionary	Fire and Rescue	1	52,318	64,882	77,446
32	403	Division Chief - Operations	Exempt/Discretionary	Fire and Rescue	1	52,318	64,882	77,446
32	422	Division Chief - Administration	Exempt/Discretionary	Fire and Rescue	1	52,318	64,882	77,446
33	108	Assistant Director of Finance	Exempt/Discretionary	Finance	2	54,934	68,126	81,318
33	128	Assistant Director of Utility	Exempt/Discretionary	Utility	1	54,934	68,126	81,318
33	142	Chief Deputy Sheriff	Exempt/Discretionary	Sheriff	1	54,934	68,126	81,318
34	100	Assistant Chief of Police	Exempt/Discretionary	Police	2	57,681	71,533	85,384
34	104	Assistant Director of Community Development	Exempt/Discretionary	Community Development	1	57,681	71,533	85,384
34	115	Assistant Director of IT	Exempt/Discretionary	Information Technology	1	57,681	71,533	85,384
34	130	Budget Director	Exempt/Discretionary	Budget	1	57,681	71,533	85,384
34	176	Director of Library Services	Exempt/Discretionary	Library	1	57,681	71,533	85,384
34	184	Director of Real Estate Valuation	Exempt/Discretionary	Real Estate Valuation	1	57,681	71,533	85,384
34	274	Senior Assistant Commonwealth's Attorney	Exempt/Compensatory	Commonwealth's Attorney	3	57,681	71,533	85,384
34	276	Senior Assistant County Attorney	Exempt/Compensatory	County Attorney	2	57,681	71,533	85,384
35	136	Chief Assistant Commonwealth's Attorney	Exempt/Compensatory	Commonwealth's Attorney	1	60,565	75,109	89,653

Grade	Code	Title		Status	Department	No. Emp.	Minimum	Midpoint	Maximum
36	168	Director of Finance		Exempt/Discretionary	Finance	1	63,593	78,864	94,136
36	170	Director of General Services		Exempt/Discretionary	General Services	1	63,593	78,864	94,136
36	180	Director of Parks, Recreation & Tourism		Exempt/Discretionary	Parks, Recreation & Tourism	1	63,593	78,864	94,136
36	186	Director of Social Services		Exempt/Discretionary	Social Services	1	63,593	78,864	94,136
37	146	Chief of Fire and Rescue		Exempt/Discretionary	Fire and Rescue	1	66,773	82,808	98,843
37	148	Chief of Police		Exempt/Discretionary	Police	1	66,773	82,808	98,843
37	162	Director of Community Development		Exempt/Discretionary	Community Development	1	66,773	82,808	98,843
37	166	Director of Economic Development		Exempt/Discretionary	Economic Development	1	66,773	82,808	98,843
37	174	Director of Human Resources		Exempt/Discretionary	Human Resources	1	66,773	82,808	98,843
37	178	Director of Information Technology		Exempt/Discretionary	Information Technology	1	66,773	82,808	98,843
37	188	Director of Utility		Exempt/Discretionary	Utility	1	66,773	82,808	98,843
38	145	Chief Financial Officer		Exempt/Discretionary	County Administrator	1	70,112	86,948	103,785
39	102	Assistant County Administrator		Exempt/Discretionary	Human Services/Management	2	73,618	91,295	108,974
40	-	-		-	-	0	77,298	95,861	114,423
41	154	County Attorney		Exempt/Discretionary	County Attorney	1	81,163	100,654	120,144
42	-	-		-	-	0	85,222	105,687	126,152
43	-	-		-	-	0	89,482	110,971	132,459
44	152	County Administrator		Exempt/Discretionary	County Administrator	1	93,956	116,519	139,082

**Total Classified Positions**

**844**

**CLASSIFICATION PLAN**  
**FY 2004 - 2005**  
**Part II - Unclassified Positions**

Code	Title	Number
902	Board Chairman	1
908	Board Vice Chairman	1
904	Board Member	3
912	Commissioner of the Revenue	1
924	Treasurer	1
922	Sheriff	1
914	Commonwealth's Attorney	1
910	Clerk of the Circuit Court	1

**Total Unclassified Positions**

**10**

**CLASSIFICATION PLAN**  
**FY 2004 - 2005**  
**Part III - Grant Funded and Temporary Full-Time Positions with Benefits**

Grade	Code	Title	Status	Department	No. Emp.	Minimum	Midpoint	Maximum
10	614	Clerk Typist	Nonexempt	Social Services	1	17,884	22,180	26,474
Note: Position funded through CSA and Local Funds								
17	235	Court and Mentor Specialist	Exempt/Compensatory	Court Services	1	25,166	31,209	37,252
Note: VJCCCA Grant for a period ending June 30, 2005.								
19	229	Community Service/Restitution Officer	Exempt/Compensatory	Court Services	1	27,745	34,408	41,070
Note: VJCCCA Grant for a period ending June 30, 2005.								
19	284	Social Worker	Exempt/Compensatory	Social Services	1	27,745	34,408	41,070
Note: TANF Grant for a period ending May 31, 2005.								
19	284	Social Worker	Exempt/Compensatory	Social Services	2	27,745	34,408	41,070
Note: Title IV-E Funds								
19	548	Probation Officer Aide	Exempt/Compensatory	Court Services	1	27,745	34,408	41,070
Note: VJCCCA Grant for a period ending June 30, 2005.								
19	587	Victim Witness Assistant Coordinator	Nonexempt	Commonwealth's Attorney	1	27,745	34,408	41,070
Note: Position funded through the Department of Criminal Justice Services until June 30, 2005.								
20	470	Deputy Sheriff	Nonexempt	Sheriff	19	29,132	36,128	43,124
Note: Compensation Board emergency funded positions for a period of one year ending June 30, 2005.								
22	217	Comprehensive Services Act Coordinator	Exempt/Compensatory	Social Services	1	32,118	39,832	47,545
Note: Position funded through CSA and Local Funds								
23	438	Police Officer - Criminal Investigator	Nonexempt	Police	1	33,725	41,824	49,922
Note: VSTOP Grant for a period ending December 31, 2004.								
25	232	Financial Analyst	Exempt/Compensatory	Finance/Social Services	1	37,181	46,110	55,039
Note: Title IV-E Funds								
Unclassified	699	Workers Compensation Rehabilitation Worker	Nonexempt	Risk Management	2			
<b>Total Grant Funded and Temporary Positions</b>					<b>32</b>			

**CLASSIFICATION PLAN**  
**FY 2004 - 2005**  
**Part IV - Roanoke Valley Television - Government and Educational Access**

Grade	Code	Title	Status	Department	No. Emp.	Minimum	Midpoint	Maximum
16	390	Television Producer	Exempt/Compensatory	Cable Television	3	23,967	29,723	35,478
20	204	Assistant Station Manager	Exempt/Compensatory	Cable Television	1	29,132	36,128	43,124
26	134	Cable Television Gov't Access Coordinator	Exempt/Compensatory	Cable Television	1	39,040	48,416	57,791

**Total Roanoke Valley Television Positions**

**5**

**CLASSIFICATION PLAN**  
**FY 2004 - 2005**  
**Part V - Roanoke Valley Greenway Project**

Grade	Code	Title	Status	Department	No. Emp.	Minimum	Midpoint	Maximum
25	272	Roanoke Valley Greenway Coordinator	Exempt/Discretionary	Greenway Project	1	37,181	46,110	55,039

**Total Roanoke Valley Greenway Project**

**1**

**CLASSIFICATION PLAN**  
**FY 2004 - 2005**  
**Part VI - Roanoke Area Libraries**

Grade	Code	Title	Status	Department	No. Emp.	Minimum	Midpoint	Maximum
25	371	RAL Automation Coordinator	Exempt/Compensatory	Library	1	37,181	46,110	55,039

**Total Roanoke Area Libraries**

**1**

**Total Shared Positions**

**7**

**CLASSIFICATION PLAN**  
**FY 2004 - 2005**  
**Total Positions**

Part I	Classified Positions	844
Part II	Unclassified Positions	10
Part III	Grant Funded and Temporary Full-Time Positions with Benefits	32
	Total County Positions	886
Part IV	Roanoke Valley Television - Government and Educational Access	5
Part V	Roanoke Valley Greenway Project	1
Part VI	Roanoke Area Libraries	1
	Total Roanoke Valley Television/Greenway Project/RAL Positions	7



# Classification Plan

FY 2004 - 2005

GRADE	MINIMUM			MIDPOINT			MAXIMUM		
	HOURLY	ANNUAL		HOURLY	ANNUAL		HOURLY	ANNUAL	
8	7.7992	16,222		9.6719	20,117		11.5447	24,012	
9	8.1891	17,033		10.1557	21,123		12.1222	25,214	
10	8.5985	17,884		10.6635	22,180		12.7283	26,474	
11	9.0284	18,779		11.1966	23,288		13.3647	27,798	
12	9.4799	19,718		11.7566	24,453		14.0331	29,188	
13	9.9540	20,704		12.3442	25,675		14.7345	30,647	
14	10.4518	21,739		12.9617	26,960		15.4714	32,180	
15	10.9742	22,826		13.6095	28,307		16.2447	33,788	
16	11.5230	23,967		14.2901	29,723		17.0570	35,478	
17	12.0991	25,166		15.0045	31,209		17.9098	37,252	
18	12.7039	26,424		15.7548	32,769		18.8056	39,115	
19	13.3393	27,745		16.5424	34,408		19.7456	41,070	
20	14.0062	29,132		17.3697	36,128		20.7331	43,124	
21	14.7065	30,589		18.2380	37,935		21.7696	45,280	
22	15.4418	32,118		19.1501	39,832		22.8583	47,545	
23	16.2140	33,725		20.1077	41,824		24.0013	49,922	
24	17.0247	35,411		21.1130	43,915		25.2010	52,418	
25	17.8759	37,181		22.1686	46,110		26.4612	55,039	
26	18.7696	39,040		23.2770	48,416		27.7843	57,791	
27	19.7081	40,992		24.4409	50,837		29.1736	60,681	
28	20.6935	43,042		25.6628	53,378		30.6321	63,714	
29	21.7281	45,194		26.9461	56,047		32.1639	66,900	
30	22.8149	47,454		28.2935	58,850		33.7720	70,245	
31	23.9554	49,827		29.7081	61,792		35.4608	73,758	
32	25.1532	52,318		31.1935	64,882		37.2337	77,446	
33	26.4109	54,934		32.7532	68,126		39.0955	81,318	
34	27.7317	57,681		34.3909	71,533		41.0502	85,384	
35	29.1181	60,565		36.1104	75,109		43.1027	89,653	
36	30.5739	63,593		37.9158	78,864		45.2578	94,136	
37	32.1028	66,773		39.8118	82,808		47.5208	98,843	
38	33.7079	70,112		41.8024	86,948		49.8967	103,785	
39	35.3933	73,618		43.8923	91,295		52.3914	108,974	
40	37.1629	77,298		46.0872	95,861		55.0114	114,423	
41	39.0211	81,163		48.3915	100,654		57.7619	120,144	
42	40.9722	85,222		50.8111	105,687		60.6500	126,152	
43	43.0205	89,482		53.3515	110,971		63.6824	132,459	
44	45.1716	93,956		56.0191	116,519		66.8665	139,082	

